

MINUTES
Workforce Connection
Of Central New Mexico
Full Board Meeting
Monday, June 18, 2007
Mid-Region Council of Governments
809 Copper NW
Albuquerque, NM 87102
1:30 pm

Call to Order: 1:40 pm - John Sapien

Roll Call - Determination of Quorum - by Patrick Newman

Present

- Yoshiro Akutagawa
- William Alberti
- Steve Anaya
- Sherry Tenclay for Martha Binford
- Doug Calderwood
- Ken Carson
- Patricia Chavez
- Robert Davey
- Keith Franklin
- Chuck Gara
- Rolando Klein
- Judy LeJeune
- Patricia Lincoln
- Rita Logan
- Mary Lee Martin
- Patrick Michaels
- Virginia Murphy
- Norman Ration
- Carol Sanchez
- Randy Sanchez
- John Sapien
- Jim Summers
- Mike Swisher
- Myra Pancrazio for Dave Tixier

Excused

- Martha Binford
- Edna Lopez
- J.C. Lopez
- Kathy McCormick
- Anna Ortiz
- Claudette Riley
- Dave Tixier

Absent

- Jeff Armijo
- Mary Baca
- Rita Espinosa
- Eva Gonzalez
- Timothy Hartzer
- Marilyn Hill
- Dawn Matson

Quorum established.

Approval of Monday, June 18, 2007 Agenda

Motion: Mike Swisher

Second: Randy Sanchez

No Discussion

Action: Passed unanimously by voice vote

Tab 1. Approval of Minutes, Full Board: February 12, 2007

Motion: Judy LeJeune

Second: Rolando Klein

No Discussion

Action: Passed unanimously by voice vote

Tab 2. Monthly Expenditure Report - by Jesse Turley

- Jesse Turley, WCCNM Accounting Manager, explained the WIA monthly expenditure report for the month ending May 31, 2007.
- NMDOL has not billed us yet for the third and fourth quarters due to the SHARE accounting system issues.
- As of May 31, the WCCNM expenditure rate is at 64 percent.

No Discussion

FINAL ACTION ITEMS

There were eight action items to discuss and vote on – All were passed unanimously by voice vote.

Passed by voice vote

- Approval of WFCP-01-07, PY07 Preliminary Budget
- Approval to Extend the WCCNM Auditor Contract with Hinkle and Landers for One Year
- Approval of WCCNM PY07 Administrative/Fiscal Entity Contract with MRCOG
- Approval of Three Month Extension of the Adult/Dislocated Worker Services Provider
- Approval of Executive Committee Recommendation for Youth Services Provider
- Approval of WFCP-02-07, WCCNM Meeting Dates
- Approval of R-01-07, Open Meetings Act Resolution
- WCCNM Officer and county Representative Elections

Tab 3: Approval of WFCP-01-07, PY07 Preliminary Budget - Background and Introduction by Dewey Cave

- The PY07 preliminary budget includes funds received from the Governor's Office of Workforce Training and Development (OWTD), projected carry-in and proposed transfer of funds from the Adult to the Dislocated Worker funding streams.
- The total PY07 allocation is two million, three hundred fifty-six thousand and nine hundred sixteen dollars (\$2,356,916), about a thirty-four percent reduction from PY06.
- Current preliminary figures will be adjusted upon finalized allocations from OWTD.
- The budget does not include funds of four hundred and fifty thousand dollars (\$450,000) approved from the state for upgrade of the Bernalillo County Business and Career Center (BCC). Two hundred thousand dollars (\$200,000) is required to be obligated and spent by June 30, 2007.
- As the budget continues to decrease, efforts will be made to ensure that we maintain two services providers and four one-stop offices.
- Lawrence Rael noted that contracts are still being negotiated and that a final budget should be presented to the Board in September 2007.
- Patrick Newman reported on an additional source of funding from Rapid Response that is being passed down to the local regions.
- John Sapien noted the national challenges of carry-over and decreased funding and stated that we need to be smarter to develop a program that is cost effective while meeting the needs of our clients.
- Staff is recommending approval of the PY07 preliminary budget.

Questions and Discussion Followed

Motion to approve: Mike Swisher

Second: Jim Summers

Further Discussion

Action: Passed unanimously by voice vote

Tab 4: Approval to Extend the WCCNM Auditor Contract with Hinkle and Landers for One Year - Background and Introduction by Dewey Cave

- WCCNM is required by federal legislation to have a single audit conducted each fiscal year.
- Hinkle and Landers, P.C. has successfully conducted the PY02 through PY05 audits.
- The term of the current contract was for one year beginning with PY05 with the option to extend the agreement for two additional one-year terms.
- The previous contract amount was for thirty-two thousand and sixty-two dollars (\$32,062.50) to include services for WIA and TANF, but because TANF is no longer a part of our services, the contract amount will be re-negotiated with the auditor for eighteen thousand dollars (\$18,000).
- Staff is recommending to exercise the one-year extension to conduct the PY06 audit.

No Discussion

Motion to approve: Mike Swisher

Second: Steve Anaya

Further Discussion

Action: Passed unanimously by voice vote

Tab 5: Approval of WCCNM PY07 Administrative/Fiscal Entity Contract with MRCOG - Background and Introduction by John Sapien

- The WCCNM entered into an Administrative and Fiscal Agent contract with the MRCOG in July 2003 and contract extensions have been approved for the years following, with the ending date of June 30, 2007.
- By WCCNM legal council opinion and Executive Committee decision, the WCCNM will enter into a government-to-government contract with the MRCOG without the requirement to comply with the Request for Proposal process under the New Mexico Procurement Code.
- Unless otherwise terminated, the Agreement will be for one year beginning July 1, 2007 and ending June 30, 2008.
- Contract Extensions will be approved by the Board, dependent upon performance and funding availability.
- Funding for the PY07 contract amount is estimated at seven hundred fifty-five thousand and nine hundred thirty-four dollars (\$755,934).

Questions and Comments Followed

Motion to approve: Mike Swisher

Second: Bob Davey

No Discussion

Action: Passed unanimously by voice vote

Tab 6: Approval of Three Month Extension of the Adult/Dislocated Worker Services Provider - Background and Introduction by John Sapien.

- John Sapien recognized the MRCOG as the Administrative Entity/Fiscal Agent for their hard work.

- The Request for Proposal to provide Adult/Dislocated worker services was reviewed by WCCNM staff, board members who comprised the Ad Hoc Committee as well as the Executive Committee.
- The Executive Committee's study session is recommending a government-to-government extension of the NMDOL's contract for three months with added contract stipulations.
- The term of this Agreement shall be three months, beginning on July 1, 2007 and ending as of the close of business on September 30, 2007.
- Mr. Sapien noted that with the cuts in funding, the contract extensions will allow us to continue services while we reevaluate our situation.
- Lawrence Rael stated that discussion needs to continue with regards to structure or try to get additional respondents to the RFP.

Questions and Comments Followed

Motion to approve: Chuck Gara

Second: Rita Logan

No Discussion

Action: Passed unanimously by voice vote

Tab 7: Approval of Executive Committee Recommendation for Youth Services Provider -
Background and Introduction by Mary Lee Martin

- The RFP for youth program services was released on April 18, 2007. Youth Development, Inc. (YDI) and HELP-New Mexico, Inc. submitted proposals to the MRCOG.
- The RFP Ad Hoc Committee reviewed the proposals at which time they made a recommendation that YDI continue as the WCCNM Youth Services Provider.
- Due to significant funding reductions, an Executive Committee study session was necessary to address future youth services and produced a recommendation to move forward with the Ad Hoc Committee's Youth Provider contractor selection.
- The term of the Agreement shall be one year, beginning on July 1, 2007 and ending as of the close of business on June 30, 2008.
- The financial impact is subject to contract negotiations.
- John Sapien reported that we are moving forward with a fourteen percent decrease in youth program funding.

No Discussion

Motion to approve: Mike Swisher

Second: Randy Sanchez

Further Discussion

Action: Passed unanimously by voice vote

Tab 8: Approval of WFCP-02-07, WCCNM Meeting Dates - Background and Introduction
by Patrick Newman

- The PY07 meeting schedule has been established for July 2007 through June 2008.
- This schedule will follow the meeting schedule established in August 2003.
- Executive meetings are scheduled to meet on the first Thursday of each month and Full Board meetings will be scheduled to meet the third Monday of every other month.

- The meeting schedule attached to Tab 9 follows the established schedule.

No Discussion

Motion to approve with amendment of July 5 to July 12: Mike Swisher

Second: Judy LeJeune

No Discussion

Action: Passed unanimously by voice vote

Tab 9: Approval R-01-07, Open Meetings Act Resolution - Background and Introduction by Patrick Newman

- The Open Meetings Act Resolution must be approved every Program Year to remain in compliance with statutory regulations.
- Any policy-making body of any state agency or any agency formulating public policy is required to follow the Open Meetings Act.

No Discussion

Motion to approve: Mike Swisher

Second: Chuck Gara

No Discussion

Action: Passed unanimously by voice vote

Tab 10: WCCNM Officer and County Representative Elections - Background and Introduction by Lawrence Rael

- The WCCNM Bylaws require that a new Chair be elected beginning July 1, 2007. The Bylaws permit a person to serve two consecutive terms as Chair.
- Mr. John Sapien stated that the Chair-Elect would succeed the Chair, and Jeff Armijo, former Chair-Elect, has elected to step down due to scheduling conflicts. A Chair-Elect will need to be nominated as well.
- Nominations for positions on the Executive Committee were filled from members of the Board as follows:

Chair

- Mike Swisher nominated Bob Davey for Chair.
- There were no other nominations.

Motion to approve Bob Davey as Chair by Acclamation: Mike Swisher

Second: Multiple motions

No Discussion

Action: Passed unanimously by voice vote

Chair-Elect

- Bob Davey nominated Ken Carson for Chair-Elect.
- There were no other nominations.

Motion to approve Ken Carson as Chair-Elect by Acclamation: Bob Davey

Second: Steve Anaya

No Discussion

Action: Passed unanimously by voice vote

Treasurer

- Virginia Murphy nominated Mike Swisher for Treasurer.
- There were no other nominations.

Motion to approve Bob Davey as Treasurer: Virginia Murphy

Second: Multiple motions

No Discussion

Action: Passed unanimously by voice vote

John Sapien directed the Board members to break out into county groups to elect county representatives to the Executive Committee.

- **County Representative** – Bernalillo- Carol Sanchez
Sandoval- Mayor Patricia Chavez
Torrance- Dave Tixier
Valencia- Rita Logan

DISCUSSION ITEMS

Tab 11. One-Stop Status - by Patrick Newman

- Patrick Newman reported that the New Mexico Workforce Connection BCC's new proposed site will be located at Fourth Street and Menaul.
- The lease terms are currently under review and staff have been working to create floor plans for the new building.
- The targeted opening date of the BCC is scheduled for October 1, 2007.

Questions and Comments Followed

REPORTS

Administrative Reports

- Manuel Casias discussed the rapid response meetings driven by the Governor's Task Force to assist those individuals laid off from Intel.
- The Central Region is very active in rapid response and will be holding job fairs to assist former Intel employees.

Committee Reports -

Youth Council - by Mary Lee Martin

- The Youth Council will continue to meet every other month.
- The last meeting was held in May 2007.

Performance and Monitoring - by Virginia Murphy

- The Performance and Monitoring Committee continues to meet every other month with the next meeting scheduled for March 14, 2007.

- Concerns regarding itinerant services continue to arise.

Training and Service Provider - by Judy LeJeune

- The Eligible Training Provider annual recertification resumes updates to the ETPL listing.

Building an Employer-Driven One-Stop System - by John Sapien

- The BEDOSS Committee has not met.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment** – None
- **Adjournment** - 3:05 pm

NOTES

Next Meeting:

Date: August 20, 2007

Time: 1:30 pm

Location: Mid-Region Council of Governments - Board Room